



MAINE TURNPIKE AUTHORITY Job Description

Job Title: Systems Architect
Pay Range: Professional/Technical 19
Reports To: Manager of Application Development

Department: Information Services
FLSA Status: Exempt

Summary

The Systems Architect is a professional responsible for analyzing Maine Turnpike Authority computer user requirements, procedures, and problems to automate processing or improve overall systems. Responsibilities include planning, developing, testing, and documenting system solutions supporting MTA's different operating divisions as well as researching, identifying, testing, and selecting information technology products required for solution delivery.

Essential Job Functions

These functions reflect management's assignment of essential duties; it does not prescribe or restrict all the tasks that may be assigned.

- Confers with personnel of MTA organizational units to analyze current operational procedures, identify issues, and learn specific input and output information services requirements such as forms of data input, how data is to be summarized, and formats for reports.
- Reviews system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system.
- Studies information processing systems to evaluate effectiveness and develops new systems to improve production or workflow as required.
- Prepares workflow diagrams to specify detailed operations to be performed by equipment and system solutions and operations to be performed by users.
- Conducts studies pertaining to development of new information systems to meet current and projected needs.
- Plans and prepares technical reports, memoranda and instructional manuals, documenting program development.
- Upgrades system and corrects errors to maintain system after implementation.
- Assists Application Developers in resolution of work problems related to flow charts, project specifications, or programming.
- Directs and coordinates work of others to develop, test, install and modify programs.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations under applicable law may be made to enable qualified individuals to perform these essential functions.

Position Qualifications

- Bachelor's degree in computer sciences or related field; Additional professional work beyond minimum required may be substituted on a year-for-year basis.
- 5+ years' applied programming experience in a highly complex business environment.
- Demonstrated experience in the design, management, and implementation of software systems.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, employees, and business partners.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations; to apply mathematical operations to such tasks as frequency distribution,

determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

- Ability to define problems, collect data, establish facts, and draw valid conclusions and to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.

Working Conditions/Physical Demands

- Ability to work for long periods sitting at a desk in front of a computer and the ability to focus.
- Requires close and distance visual acuity and ability to adjust focus quickly.
- Must be able to lift and move up to 50 pounds at times.
- Often required to stand, walk, and use hands to operate the keyboard of a personal computer and other office equipment.
- Professional office work environment with occasional travel to other work sites where there may be exposure to outside weather conditions and/or locales with mechanical equipment that may emit fumes.
- Normal hours of work are eight (8) hours per day, forty (40) hours per week, Monday to Friday; may be subject to working some non-routine hours.
- Must be available to come in early or work late on occasion, including weekends.
- Ability travel to different MTA sites.